

**Town of Garrett Park**  
**FY 2021 Midyear Capital and Operating Budgets Amendment**

Ordinance No.: 2021-2  
Introduced: February 8, 2021  
Proposed for Adoption: March 8, 2021  
Effective Date: March 8, 2021

AN ORDINANCE TO AMEND THE FY 2021 CAPITAL AND OPERATING BUDGETS.

**Whereas**, the Garrett Park Town Council adopted the Fiscal Year 2021 Capital and Operating Budgets on May 18, 2020; and

**Whereas**, the Fiscal Year 2020 carryover, as well as the net of the revenues and expenditures during the first six months of Fiscal Year 2021 have made additional resources available; and

**Whereas**, the Council has considered the fund availability in light of its policy priorities; and

**Whereas**, the Council recognizes the importance of maintaining budget control while retaining flexibility to meet the needs of the Town;

**Now therefore be it ordained and ordered**, that the Garrett Park Town Council adopts the attached amendment as the newly approved Fiscal Year 2021 Capital and Operating Budgets; and

**Be it finally ordained and ordered**, that all of the provisions of the Fiscal Year 2021 Capital and Operating Budgets Ordinance adopted on May 18, 2020 continue in effect.

**Attest:**

I hereby attest that the above Ordinance was duly adopted by the Town Council on the 8<sup>th</sup> day of March 2021, by a vote of 5 in favor and 0 in opposition.



Andrea Fox                      3/8/21

Andrea Fox, Town Manager  
Town of Garrett Park

Kacky Chantry  
Kacky Chantry, Mayor  
Town of Garrett Park

Date: 3/8/21

**TOWN OF GARRETT PARK**  
**FY21 Mid-Year Budget Adjustment**  
**Considered for Adoption March 8, 2021**

REVENUES	FY 2020	FY 2021			
	EOY Actuals	Budget	Actuals	Proposed Change	Proposed Budget
		May-20	Feb-21	Mar-21	Mar-21
<b>1.0 Prior Year Carryover*</b>	<b>\$349,436</b>	<b>\$100,000</b>	<b>\$400,308</b>	<b>\$300,308</b>	<b>\$400,308</b>
<b><u>Town Receipts</u></b>					
<b><u>2.0 - Taxes &amp; Fees</u></b>	<b><u>\$1,104,546</u></b>	<b><u>\$913,227</u></b>	<b><u>\$925,073</u></b>	<b><u>\$20,687</u></b>	<b><u>\$933,914</u></b>
<b>2.1-- Local Property Taxes</b>	<b>\$583,570</b>	<b>\$554,665</b>	<b>\$568,392</b>	<b>\$20,180</b>	<b>\$574,845</b>
2.1.1 -- Real Property Taxes	\$567,051	\$541,473	\$561,653	\$20,180	\$561,653
2.1.2 -- Personal Property Taxes	\$15,085	\$11,734	\$6,121		\$11,734
2.1.3 -- Penalties & Interest	\$1,246	\$917	\$604		\$917
2.1.4 -- Homestead Tax Credit	\$188	\$541	\$14		\$541
<b>2.2 -- Local Income Taxes</b>	<b>\$504,906</b>	<b>\$344,962</b>	<b>\$345,469</b>	<b>\$507</b>	<b>\$345,469</b>
<b>2.3 -- Other Local Taxes and Fees</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>
<b>2.4 -- Licenses and Permits</b>	<b>\$16,070</b>	<b>\$13,600</b>	<b>\$11,212</b>		<b>\$13,600</b>
<b><u>3.0 - Intergovernmental Receipts</u></b>	<b><u>\$121,287</u></b>	<b><u>\$91,298</u></b>	<b><u>\$69,504</u></b>	<b><u>\$0</u></b>	<b><u>\$91,298</u></b>
<b>3.1 -- From State of Maryland</b>	<b>\$34,653</b>	<b>\$34,974</b>	<b>\$21,069</b>		<b>\$34,974</b>
<b>3.2 -- From Montgomery County</b>	<b>\$86,634</b>	<b>\$56,324</b>	<b>\$48,435</b>		<b>\$56,324</b>
<b><u>4.0 - Municipal Refuse Collection</u></b>	<b><u>\$120,689</u></b>	<b><u>\$120,780</u></b>	<b><u>\$117,425</u></b>	<b><u>\$0</u></b>	<b><u>\$120,780</u></b>
<b><u>5.0 - Miscellaneous Receipts</u></b>	<b><u>\$160,962</u></b>	<b><u>\$98,417</u></b>	<b><u>\$112,141</u></b>	<b><u>(\$12,345)</u></b>	<b><u>\$86,072</u></b>
<b>5.1 -- Investment Earnings</b>	<b>\$8,730</b>	<b>\$3,488</b>	<b>\$884</b>	<b>(\$2,314)</b>	<b>\$1,174</b>
<b>5.2 -- Rents and Concessions</b>	<b>\$147,570</b>	<b>\$91,149</b>	<b>\$75,442</b>	<b>(\$10,031)</b>	<b>\$81,118</b>
5.2.1 -- Town Hall Rents	\$16,515	\$10,031	\$0	(\$10,031)	\$0
5.2.2 -- Penn Place Rents	\$126,104	\$75,672	\$69,996		\$75,672
5.2.3 -- Swimming Pool Assoc.	\$4,951	\$5,446	\$5,446		\$5,446
<b>5.3 -- Restricted Contributions</b>	<b>\$2,625</b>	<b>\$3,780</b>	<b>\$3,780</b>	<b>\$0</b>	<b>\$3,780</b>
5.3.1 -- Archives Donations	\$0	\$0	\$0	\$0	\$0
5.3.2 -- Bench Donations	\$0	\$0	\$0	\$0	\$0
5.3.3 -- Tree Donations	\$0	\$0	\$0	\$0	\$0
5.3.4 -- Gifts to Sanitation Crew	\$2,625	\$3,780	\$3,780		\$3,780
<b>5.4 -- Other Receipts</b>	<b>\$2,037</b>	<b>\$0</b>	<b>\$32,034</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Town Receipts:</b>	<b>\$1,507,484</b>	<b>\$1,223,722</b>	<b>\$1,224,143</b>	<b>\$8,342</b>	<b>\$1,232,064</b>
<b>Carryover + Receipts:</b>	<b>\$1,856,920</b>	<b>\$1,323,722</b>	<b>\$1,624,451</b>	<b>\$308,650</b>	<b>\$1,632,372</b>
<b><u>6.0 -- From Reserves</u></b>	<b><u>\$2,898</u></b>	<b><u>\$40,404</u></b>	<b><u>\$40,404</u></b>		<b><u>\$40,404</u></b>
<b>SUBTOTAL</b>	<b>\$1,859,818</b>	<b>\$1,364,126</b>	<b>\$1,664,855</b>	<b>\$308,650</b>	<b>\$1,672,776</b>
<b><u>Financial Assistance</u></b>					
<b>7.0 -- SRTS Project</b>	<b>\$438,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
7.1 - SRTS SHA Grant Mod1	\$350,000	\$0	\$0	\$0	\$0
7.2 - SRTS SHA Grant Mod 2	\$88,000	\$0	\$0	\$0	\$0
<b>Total Revenues: **</b>	<b>\$2,297,818</b>	<b>\$1,364,126</b>	<b>\$1,664,855</b>	<b>\$308,650</b>	<b>\$1,672,776</b>

\* \$100,000 is budgeted carryover, \$400,308 is EOY actual carryover

\*\* Includes Receipt Carryover, Reserves & Grants

**TOWN OF GARRETT PARK**  
**FY21 Mid-Year Budget Adjustment**  
**Considered for Adoption March 8, 2021**

OPERATIONS	FY 2020	FY 2021			
	EOY Actuals	Budget	Actuals	Proposed Change	Proposed Budget
		May-20	Feb-21	Mar-21	Mar-21
<b>10.0 - Personnel</b>	<b>\$549,390</b>	<b>\$599,345</b>	<b>\$361,244</b>	<b>\$0</b>	<b>\$599,345</b>
10.1 -- Salaries	\$412,326	\$424,112	\$271,267		\$424,112
10.2 -- Overtime	\$195	\$15,000	\$1,408		\$15,000
10.3 -- Benefits	\$105,231	\$125,288	\$67,709		\$125,288
10.4 -- Payroll Taxes, Etc.	\$31,558	\$32,445	\$20,859		\$32,445
10.5 -- Training	\$80	\$2,500	\$0		\$2,500
<b>11.0 - Town Administration</b>	<b>\$126,232</b>	<b>\$199,563</b>	<b>\$195,812</b>	<b>\$88,222</b>	<b>\$287,785</b>
11.2 -- Gen. Admin. Expenses	\$35,382	\$102,332	\$73,574	\$20,965	\$123,297
11.3 -- Elected and Appointed Officials	\$8,045	\$9,500	\$63	\$6,000	\$15,500
11.4 -- Professional Fees	\$48,246	\$49,730	\$97,991	\$60,715	\$110,445
11.5 -- Insurance	\$7,154	\$7,626	\$8,168	\$542	\$8,168
11.6 -- External Organization	\$5,329	\$5,760	\$5,167		\$5,760
11.7 -- IT Operations	\$22,076	\$24,615	\$10,849		\$24,615
<b>12.0 - Town Committees</b>	<b>\$34,606</b>	<b>\$49,155</b>	<b>\$20,298</b>	<b>\$0</b>	<b>\$49,155</b>
12.1 -- Arboretum	\$6,554	\$15,000	\$2,685		\$15,000
12.2 -- Archives	\$27,294	\$32,855	\$17,522		\$32,855
12.3 -- Historic Preservation Committee	\$500	\$500	\$0		\$500
12.4 -- Ad Hoc Groups & Sponsorships*	\$258	\$800	\$91		\$800
<b>13.0 - Infrastructure and Equipment</b>	<b>\$125,302</b>	<b>\$161,110</b>	<b>\$110,650</b>	<b>\$13,500</b>	<b>\$174,610</b>
13.1 -- Penn Place	\$73,339	\$82,365	\$70,074		\$82,365
13.2 -- Town Hall	\$9,758	\$19,746	\$5,102		\$19,746
13.3 -- Maintenance Facility	\$848	\$1,020	\$609		\$1,020
13.4 -- Community Center	\$959	\$2,520	\$350		\$2,520
13.5 -- Trees, Parks & Grounds	\$33,354	\$45,000	\$30,885	\$13,500	\$58,500
13.6 -- Equipment M&R	\$6,853	\$10,204	\$3,630		\$10,204
13.7 -- Stormwater Drainage	\$191	\$255	\$0		\$255
<b>14.0 - Town Services</b>	<b>\$177,875</b>	<b>\$189,180</b>	<b>\$110,754</b>	<b>\$0</b>	<b>\$189,180</b>
14.1 -- Road Maintenance & Cleaning	\$57,264	\$68,400	\$40,636		\$68,400
14.2 -- Trash Collection	\$120,611	\$120,780	\$70,118		\$120,780
<b>16.0 -- Debt Service, Taxes, Interest</b>	<b>\$63,327</b>	<b>\$100,629</b>	<b>\$40,477</b>	<b>\$0</b>	<b>\$100,629</b>
<b>16.0 - Expenditure of Restricted Funds</b>	<b>\$2,898</b>	<b>\$3,830</b>	<b>\$3,830</b>	<b>\$0</b>	<b>\$3,830</b>
16.1 -- Archives	\$323	\$0	\$0		\$0
16.2 -- Benches	\$0	\$0	\$0		\$0
16.3 -- Trees	\$0	\$0	\$0		\$0
16.4 -- Sanitation Crew Gifts	\$2,575	\$3,830	\$3,830		\$3,830
<b>17.0 -- Contingency</b>	<b>\$0</b>	<b>\$57,534</b>	<b>\$0</b>	<b>\$30,000</b>	<b>\$87,534</b>
<b>Total Operating Expenses:</b>	<b>\$1,079,630</b>	<b>\$1,360,346</b>	<b>\$843,065</b>	<b>\$131,722</b>	<b>\$1,492,068</b>
<i>Net Difference from Revenue</i>		<b>\$3,780</b>	<b>\$821,790</b>	<b>\$176,928</b>	<b>\$180,708</b>
<b>Transfers</b>	<b>\$451,834</b>	<b>\$3,780</b>	<b>\$3,780</b>	<b>\$176,928</b>	<b>\$180,708</b>
<b>20.0 -- Total to Capital Fund Accts</b>	<b>\$368,620</b>	<b>\$0</b>	<b>\$0</b>	<b>\$176,928</b>	<b>\$176,928</b>
20.1 -- Cap Acct Town Funds	\$296,666	\$0	\$0	\$176,928	\$176,928
20.1.1 -- Town Accts	\$296,666	\$0	\$0	\$176,928	\$176,928
20.1.2 -- SRTS Town Share		\$0	\$0		
20.2 -- Cap Acct Fin Asslat	\$71,954	\$0	\$0		
20.2.1 -- SRTS SHA Grant Mod 1		\$0	\$0		
20.2.2 -- SRTS SHA Grant Mod 2	\$71,954	\$0	\$0		
<b>21.0 - To Operating Reserve</b>	<b>\$83,214</b>	<b>\$3,780</b>	<b>\$3,780</b>		<b>\$3,780</b>
21.1 -- To Other Reserves	\$83,214	\$3,780	\$3,780		\$3,780
<b>Total Operating Expenses:</b>	<b>\$1,531,464</b>	<b>\$1,364,126</b>	<b>\$846,845</b>	<b>\$308,650</b>	<b>\$1,672,776</b>
<b>Net Difference (Rev-Ops)</b>	<b>\$766,354</b>	<b>\$0</b>	<b>\$818,010</b>	<b>\$0</b>	<b>\$0</b>

**TOWN OF GARRETT PARK**  
**FY21 Mid-Year Budget Adjustment**  
**Considered for Adoption March 8, 2021**

<b>CAPITAL BUDGET ACCOUNTS</b>	<b>Budget</b>	<b>Actuals</b>	<b>Proposed Change</b>	<b>Proposed Budget</b>
<b>CAPITAL ACCOUNT - Town Funds</b>	<b>May-20</b>	<b>Feb-21</b>	<b>Mar-21</b>	<b>Mar-21</b>
<b>25.0 - Equipment</b>	<b>\$82,750</b>	<b>\$52,179</b>	<b>\$0</b>	<b>\$82,750</b>
<b>26.0 - Streets and Roads</b>	<b>\$438,432</b>	<b>\$17,504</b>	<b>\$0</b>	<b>\$438,432</b>
26.1 - Streets & Curbs	\$231,092	\$13,544		\$231,092
26.2 - Sidewalks	\$159,340	\$3,960		\$159,340
26.3 - SRTS Project	\$48,000	\$0		\$48,000
26.3.1 SRTS Inspector	\$40,000	\$0		\$40,000
26.3.2 - SRTS Contingency	\$8,000	\$0		\$8,000
<b>27.0 - Facilities</b>	<b>\$180,250</b>	<b>\$10,168</b>	<b>\$70,000</b>	<b>\$250,250</b>
27.1 - Penn Place	\$51,550	\$9,393		\$51,550
27.2 - Town Hall	\$112,860	\$775	\$70,000	\$182,860
27.3 - Other - Maintenance	\$15,840	\$0		\$15,840
<b>28.0 - Services</b>	<b>\$288,000</b>	<b>\$0</b>	<b>\$80,000</b>	<b>\$368,000</b>
28.1 - Utilities	\$78,000	\$0	\$30,000	\$108,000
28.2 - Storm Drains	\$210,000	\$0	\$50,000	\$260,000
<b>29.0 - Public Spaces</b>	<b>\$96,642</b>	<b>\$31,590</b>	<b>\$15,000</b>	<b>\$111,642</b>
29.1 - Parks and Open Spaces	\$30,300	\$4,475		\$30,300
29.2 - Arboretum	\$66,342	\$27,115	\$15,000	\$81,342
<b>30.0 - Technology</b>	<b>\$29,777</b>	<b>\$3,608</b>	<b>\$0</b>	<b>\$29,777</b>
30.1 - Website	\$5,000	\$0		\$5,000
30.2 - IT Equipment	\$23,777	\$3,608		\$23,777
30.3 - Telephone Equipment	\$1,000	\$0		\$1,000
<b>31.0 - Other</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>32.0 - Capital Planning</b>	<b>\$93,969</b>	<b>\$4,016</b>	<b>\$11,928</b>	<b>\$105,897</b>
32.1 - Town Hall	\$40,000	\$0	\$5,000	\$45,000
32.2 - Stormwater Management	\$38,969	\$3,686		\$38,969
32.3 - Sidewalk Planning	\$10,000	\$330	\$6,928	\$16,928
32.4 - Arboretum Plan and Tree Inventory	\$5,000	\$0		\$5,000
32.5 - Explore Maint. Facility Options	\$0	\$0		\$0
32.6 - Other*	\$0	\$0		\$0
<b>33.0 - Contingency</b>	<b>\$57,052</b>	<b>\$0</b>		<b>\$57,052</b>
<b>TOTAL CAPITAL ACCOUNT - Town Funds</b>	<b>\$1,266,872</b>	<b>\$119,066</b>	<b>\$176,928</b>	<b>\$1,443,800</b>
<b>CAPITAL ACCOUNT - Financial Assistance</b>				
<b>34.0 SRTS Grant Project</b>	<b>\$558,090</b>	<b>\$424,656</b>		<b>\$558,090</b>
34.1 Initial SRTS Grant (prior year)	\$3,354	\$3,354		\$3,354
34.2 SRTS SHA Grant Mod 1	\$350,000	\$350,000		\$350,000
34.3 SRTS SHA Grant Mod 2	\$204,736	\$71,302		\$204,736
<b>TOTAL CAPITAL BUDGET - Combined Accounts</b>	<b>\$1,824,962</b>	<b>\$543,722</b>	<b>\$176,928</b>	<b>\$2,001,890</b>